

Representative Payee/Customer Service Rep:

Part time 28 hours/week

Salary Range: \$10-12 per hour

Location: Kalamazoo office

Guardian Finance & Advocacy Svcs is looking for an individual who will help a diverse client population that includes individuals with varying degrees of disabilities and challenging life circumstances to manage their limited finances & assure that they have paid expenses towards housing, food, clothing & medical care. This position serves as a payee for social security, VA & DHS benefits. This position requires excellent people skills with challenging client personalities, computer proficiency, and ability to help develop simple budgets. Some local travel is required.

Qualifications preferred:

Minimum of high school diploma with 2 years related experience; Associated Degree in Human Services preferred

Ability to communicate effectively, both orally & written

Demonstrated telephone etiquette & computer literacy

Ability to work with clients with various disabilities

Visit our website for agency information. www.yourguardian.org

Interested candidates should email a resume to: sdouglas@yourguardian.org or fax 269-966-2485